

LAW REFORM COMMISSION  
PROCUREMENT PLAN (Core Budget)  
Source of Funding: Government of Liberia  
Fiscal year: 2016/2017

| 1        | 2                     | 3                            | 4                                                | 5     | 6                    | 7                  | 8                             | 9                     | 10                               | 11                                  | 12                             | 13                                  | 14                                  | 15                       | 16         | 17  | 18                             | 19                                            |              |
|----------|-----------------------|------------------------------|--------------------------------------------------|-------|----------------------|--------------------|-------------------------------|-----------------------|----------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|--------------------------|------------|-----|--------------------------------|-----------------------------------------------|--------------|
| ITEM NO. | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE             | BUS. REGISTRATION CODE                           | QTY   | ESTIMATED COST (USD) | PROCUREMENT METHOD | IMPLEMENTATION DATES          |                       |                                  |                                     |                                |                                     |                                     |                          |            |     | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCF & F PAY |
|          |                       |                              |                                                  |       |                      |                    | TECHNICAL SPECS/BOQ /DRAWINGS | PREP. OF BID DOCUMENT | PC APPROVAL - BID DOC/TECH SPECS | BID INVITATION & RELEASE OF BID DOC | BID SUBMISSION /PUBLIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC APPROVAL - BID EVALUATION REPORT | CONTRACT AWARD & SIGNING |            |     |                                |                                               |              |
| PLANNED  | 1                     | IFB NO.LRC/RFQ/001/2016/17   | Scratch cards                                    | J6120 | Assorted             | 7,515.00           | RFQ                           | 5/13/2016             | 6/10/2016                        | 5/24/2016                           | 7/5/2016                       | 8/04/2016                           | 8/22/2016                           | 9/06/2016                | 10/05/2016 | N/A | 6/15/2017                      | 6/30/                                         |              |
| UPDATE   |                       |                              |                                                  |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |            |     |                                |                                               |              |
| ACTUAL   |                       |                              |                                                  |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |            |     |                                |                                               |              |
| PLANNED  | 2                     | IFB NO.LRC/RB/001/2016/2017  | Internet Connectivity                            | J6120 | Assorted             | 11,485.00          | RB                            | 6/01/2016             | 6/09/2016                        | 6/20/2016                           | 6/29/2016                      | 7/08/2016                           | 7/22/2016                           | 8/08/2016                | 9/02/2016  | N/A | 6/15/2017                      | 6/30/2                                        |              |
| UPDATE   |                       |                              |                                                  |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |            |     |                                |                                               |              |
| ACTUAL   |                       |                              |                                                  |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |            |     |                                |                                               |              |
| PLANNED  | 3                     | IFB NO.LRC/RFQ/002/2016/2017 | Repairs & maint. of Office Machinery & Equipment | G4520 | Assorted             | 1,000.00           | RFQ                           | 6/09/2016             | 6/23/2016                        | 6/30/2016                           | 7/07/2016                      | 7/14/2016                           | 7/21/2016                           | 7/29/2016                | 8/12/2016  | N/A | 6/30/2017                      | 6/30/                                         |              |
| UPDATE   |                       |                              |                                                  |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |            |     |                                |                                               |              |
| ACTUAL   |                       |                              |                                                  |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |            |     |                                |                                               |              |
| PLANNED  | 4                     | IFB NO.LRC/RFQ/003/2016/17   | Stationery                                       | G4741 | Assorted             | 5,000.00           | RFQ                           | 6/06/2016             | 6/20/2016                        | 7/04/2016                           | 7/11/2016                      | 7/18/2016                           | 7/25/2016                           | 8/11/2016                | 9/07/2016  | N/A | 6/30/2017                      | 6/30/                                         |              |
| UPDATE   |                       |                              |                                                  |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |            |     |                                |                                               |              |
| ACTUAL   |                       |                              |                                                  |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |            |     |                                |                                               |              |
|          |                       |                              | SUB TOTAL                                        |       | 25,000.00            |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |            |     |                                |                                               |              |

Signed: \_\_\_\_\_  
Rachel G. Saywah  
Supervisor/Procurement Unit

Approved by: \_\_\_\_\_  
Cllr. Boakai N. Kanneh  
Head of Entity/Chairman Proc. Committee

Date: 3/17/2017

LAW REFORM COMMISSION  
PROCUREMENT PLAN (Core Budget)  
Source of Funding: Government of Liberia  
Fiscal year: 2016/2017

| 1           | 2                     | 3                                 | 4                      | 5     | 6                    | 7                  | 8                             | 9                     | 10                               | 11                                  | 12                             | 13                                  | 14                                  | 15                       | 16        | 17                             | 18                                            | 19            |
|-------------|-----------------------|-----------------------------------|------------------------|-------|----------------------|--------------------|-------------------------------|-----------------------|----------------------------------|-------------------------------------|--------------------------------|-------------------------------------|-------------------------------------|--------------------------|-----------|--------------------------------|-----------------------------------------------|---------------|
| ITEM NO.    | PACKAGE NUMBER (CODE) | CONTRACT PACKAGE                  | BUS. REGISTRATION CODE | QTY   | ESTIMATED COST (USD) | PROCUREMENT METHOD | TECHNICAL SPECS/BOQ /DRAWINGS | IMPLEMENTATION DATES  |                                  |                                     |                                |                                     |                                     |                          |           | ADVANCE PAYMENT (MOBILIZATION) | DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION) | ACCEP & F PAY |
|             |                       |                                   |                        |       |                      |                    |                               | PREP. OF BID DOCUMENT | PC APPROVAL - BID DOC/TECH SPECS | BID INVITATION & RELEASE OF BID DOC | BID SUBMISSION /PUBLIC OPENING | SUBMISSION OF BID EVALUATION REPORT | PC APPROVAL - BID EVALUATION REPORT | CONTRACT AWARD & SIGNING |           |                                |                                               |               |
| PLANNED     | 5                     | IFB<br>NO.LRC/RFQ/<br>004/16/2017 | Generator Spare parts  | G420  | 1                    | 2,302.00           | RFQ                           | 6/06/2016             | 6/20/2016                        | 7/04/2016                           | 7/11/2016                      | 7/18/2016                           | 7/25/2016                           | 8/01/2016                | 9/07/2016 | N/A                            | 6/15/2017                                     | 6/30          |
| UPDATE      |                       |                                   |                        |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |           |                                |                                               |               |
| ACTUAL      |                       |                                   |                        |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |           |                                |                                               |               |
| PLANNED     | 6                     | IFB<br>NO.LRC/RFQ/<br>005/16/2017 | Food Stuffs            | G4711 | Assorted             | 2,000.00           | RFQ                           | 6/01/2016             | 6/09/2016                        | 6/20/2016                           | 6/29/2016                      | 7/08/2016                           | 7/22/2016                           | 8/08/2016                | 9/02/2016 | N/A                            | 6/15/2017                                     | 6/30          |
| UPDATE      |                       |                                   |                        |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |           |                                |                                               |               |
| ACTUAL      |                       |                                   |                        |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |           |                                |                                               |               |
| PLANNED     | 7                     | IFB<br>NO.LRC/RFQ/<br>006/16/2017 | Cleaning Materials     | G4711 | Assorted             | 1,000.00           | RFQ                           | 6/01/2016             | 6/09/2016                        | 6/20/2016                           | 6/29/2016                      | 7/08/2016                           | 7/22/2016                           | 8/08/2016                | 9/02/2016 | N/A                            | 6/15/2017                                     | 6/30          |
| UPDATE      |                       |                                   |                        |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |           |                                |                                               |               |
| ACTUAL      |                       |                                   |                        |       |                      |                    |                               |                       |                                  |                                     |                                |                                     |                                     |                          |           |                                |                                               |               |
| GRAND TOTAL |                       |                                   |                        |       |                      | 30,302.00          |                               |                       |                                  |                                     |                                |                                     |                                     |                          |           |                                |                                               |               |

Signed: \_\_\_\_\_

Rachel G. Saywah  
Supervisor/Procurement Unit

Approved by: \_\_\_\_\_

Cllr. Boakai N. Kanneh  
Head of Entity/Chairman Proc. Committee

Date: 3/17/2017



MONROVIA  
LAW REFORM COMMISSION



EXPLANATORY NOTES  
FISCAL YEAR: 2016/2017

| NO. | Contract Package Code         | Contract Package                                                | Content of Contract Package                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|-------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | IFB NO. LRC/RFQ/001/2016/2017 | Scratch cards                                                   | This Contract package comes from the budget line item Telecommunications, Internet, Postage and Courier will be applied to scratch cards in the combination of Celicom GSA and Lone Star. Scratch cards (\$7,515.00/RFQ)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2.  | IFB NO. LRC/RB/001/2016/2017  | Internet Connectivity                                           | This Contract package comes from the budget line item Telecommunications, Internet, Postage and Courier will be applied to Internet subscription (\$11,485.00/RB)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3.  | IFB NO. LRC/RFQ/002/2016/2017 | Routine repairs and maintenance, office Machinery and equipment | This Budget will be applied to the repair and maintenance of office equipment such as Desk top, Laptops, Photocopiers, printers etc. re etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4.  | IFB NO. LRC/RFQ/003/2016/2017 | Stationery                                                      | <p>This Contract package is intended to procure the following stationary items:</p> <ol style="list-style-type: none"><li>1. A4 Ream of sheet.....40 Boxes</li><li>2. Legal sheet (8.5"x14") .....8 Boxes</li><li>3. Box file.....3 Boxes</li><li>4. Binding clip.....1 Box</li><li>5. Brown Envelope( A-4 Size).....5 Boxes</li><li>6. Brown Envelops (A3 Size).....3 packs</li><li>7. Color sheet (Blue &amp; yellow).....4 Reams</li><li>8. Dating machine (stamp).....3 Pieces</li><li>9. White Envelops (letter size peal and seal, 80gsm) .....6 Boxes</li><li>10. Note Pad.....1 Cartoons</li><li>11. High quality Executive Ball pens (12pcs in 1 pk).....8 packs</li><li>12. Glue Stick (15g net/0.53 oz (15g net/0.53 oz .....3 Boxes</li><li>13. Stapler (regular size).....10 Pieces</li><li>14. Heavy duty staple pins.....5 Packs</li><li>15. Fastener.....5 packs</li><li>16. Pen (assorted).....1 Cartoon</li><li>17. Plastic binding ring (big &amp; small).....2 Boxes</li><li>18. Transparent binding sheet(A4 size).....2 Packs</li><li>19. Permanent markers.....5 Packs</li><li>20. Highlighter .....10 Packs</li><li>21. Perforator (regular size) .....5 pieces</li><li>22. Rubber band.....3 bags</li><li>23. Ruler.....5 pieces</li><li>24. Scissors.....4 pieces</li><li>25. Stamp pad.....3 pieces</li><li>26. Scotch tape, 5 cm, transparent .....5 pieces</li><li>27. Note pad (A4 yellow, 10/12pcs in 1 pk).....4 Dozens</li><li>28. White board marker.....5 packs</li><li>29. Staple Remover .....10 Pieces</li><li>30. File divider (A-Z).....5 sets</li></ol> |



|    |                              |                                  |                                                                                                                                                                                                                                                                                                                                                                                                      |
|----|------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                              |                                  | 31. Flash Drive..... 10 pieces<br>32. Kodak max battery (double A)..... 1 box<br>33. Kodak max battery (Triple A)..... 1 box<br>34. Ledger (legal)..... 5 pieces<br>35. Stick –on-pad..... 1 box<br>36. Staple pin(regular)..... 10 packs<br>37. Poster sheet..... 1 ream<br>38. Calculator(casio)..... 5 pcs<br>39. Binding tape (large size)..... 3 pcs<br>40. CD-R52(700 MB-80 MIN) ..... 3 Boxes |
|    |                              |                                  | <b>Cartridge:</b><br>1. HP 61 combo Cartridge..... 20 pieces<br>2. HP Cartridge 85A..... 22pieces<br>3. HP Cartridge 280A ..... 8 Pieces<br>4. HP Cartridge 78A..... 3 pieces<br>5. O5A Cartridge ..... 3 pieces<br>6. Dell Cartridge ..... 2 pieces<br>7. C- EX V33 Back ..... 8 pieces                                                                                                             |
| 5. | IFB NO.LRC/RFQ/004/2016/2017 | Generator Spare parts            | Spare parts for the generator (Batteries, Fuel Filter Engine oil and maintenance service).                                                                                                                                                                                                                                                                                                           |
| 6. | IFB NO.LRC/RFQ/005/2016/2017 | Food Stuffs                      | This Budget will be applied to provisions such as coffee, tea creamer, milk, sugar, mineral water for Commissioner offices.                                                                                                                                                                                                                                                                          |
| 7. | IFB NO.LRC/RFQ/006/2016/2017 | Cleaning materials               | This Budget will be applied to cleaning materials such as Clorox, Soap, Tissue, detergents etc.                                                                                                                                                                                                                                                                                                      |
|    |                              | Office Building Rental and lease | This Budget will be applied to payment toward the lease of office building located North Gibson Street, Old CID Road, Mamba Point Monrovia, Liberia.                                                                                                                                                                                                                                                 |

Signed:   
 Rachel G. Saywah  
 Supervisor/Procurement Unit

Approved by:   
 Cllr. Boakai N. Kanneh  
 Head of Entity/Chairman Proc. Committee

Date: 9/17/2017

